

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: November 9, 2004

LEAVE ACCOUNTING LETTER #04-024

TO: All Agencies/Campuses in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services DivisionRE: **ANNUAL PURGE PROCESS**

The annual CLAS Purge Process is scheduled for Saturday, December 4, 2004. This process will delete 1999 State Service and Leave Benefit transactions and balances, as well as the entire CLAS history for employees who have been separated/inactive since December 1999.

The 1999 ending balance will be carried forward to the January 2000 leave period and posted as a Purge Balance (for Accrued/Earned benefits) or Purge Total (for Usage Only benefits). Error messages may be generated and must be reviewed by the agencies/campuses for appropriate action. If the Purge Balance/Total transaction amount is incorrect, void the transaction and post a Begin Balance (code 24) or Begin Total (code 27) transaction for the correct amount.

Purge Balance/Total transactions will not post for:

1. Employees whose PIMS/CSUC Employment History is out-of-service
2. State Service or Leave Benefits that are out-of-service
3. Accrued benefits that have had an establishment period deleted that includes the January 2000 leave period

Therefore, agencies and campuses are encouraged to resolve any of these situations prior to Saturday, December 4<sup>th</sup>.

**NOTE: The last day CLAS users will be able to make retroactive changes to 1999 history will be Friday, December 3<sup>rd</sup>. The CLAS will not be available for update or inquiry on Saturday, December 4, 2004.**

Beginning with the December 2004 Purge Process, we will annually purge employees who have been designated as NLSE (Not Leave System Eligible) for more than five years. For example, with this process we will purge employees from the CLAS who have a NLSE effective date prior to January 1, 2000. The effective date and NLSE designation may be found on the P62 – Leave System Eligibility Maintenance screen.

For questions, or to request a hardcopy of an employee's purged history for a fee, please contact the Leave Accounting Liaison at (916) 327-0756.

JRH:JMH:CLAS